



**MEMORANDUM**

TO: Office of International Students and Scholars

FROM: Name & signature of Department Chair Date

Name & signature of College/Division Dean Date

**RE: Statement of Responsibility for Legal Costs and Intent to Petition for Employment Based Permanent Residency**

This memo serves to confirm that we have a full-time, permanent employment opportunity with no fixed termination point to offer the individual named below.

We have reviewed "Outside Legal Counsel for Immigration Matters: Summary of Fees Effective February 15, 2005" (on reverse) regarding the estimated costs of obtaining outside legal counsel in seeking employment-based permanent residency. We acknowledge and concur that the College and/or Department will pay all legal costs associated with the petition process.

We hereby request that the office of the General Counsel identifies a qualified immigration attorney to pursue an employment-based petition for permanent residency on behalf of:

Name of Employee:

Current Position:

Proposed Position:

Sponsoring Department:

Sponsoring Department Chairperson:

We further request that the Office of the General Counsel bills our charges for this case to University Account # . We understand that the Office of International Students and Scholars will notify us of the attorney assigned to this case. The Office of International Students and Scholars will coordinate efforts by the hiring department, the sponsored employee, and the attorney. We have retained a copy of this memo for our records. We also understand that we are responsible for attorney fees should we decide to discontinue the PR process or if circumstances beyond our control arise during the process that precludes the prospective employee from obtaining permanent residency.